POSITION: Deputy Executive Director, Rehabilitative Services

HOURS: Full-time, 35 hours per week.

QUALIFICATIONS:
Graduate degree in social services or health-related field.
LMSW, LMHC, LMFT, MPH, MPA, DSW, PhD or PsyD with CASAC preferred.
5+ years’ of progressively responsible clinical/behavioral health and management experience in rehabilitation and recovery.
At least 2+ years of direct clinical and program staff training, supervision, and development.
Knowledge of Assertive Community Treatment, Personalized Recovery Oriented Services, Health Home Care Management, Home and Community Based, housing, and vocational services.
Experience in clinical supervision and direct clinical care/practice preferred.
Knowledge of OMH and OASAS regulations as well as standards of care and risk management guidelines.
Familiarity with Westchester County System of Care and resources for all age groups and the full range of behavioral health and medical needs.

SKILLS/KNOWLEDGE REQUIRED:
Solid track-record of behavioral health and/or social services program management.
Strong program, staff, and project management skills, including budgets, billing, contracts and staff development.
Comprehensive knowledge and understanding of mental health issues, including the recovery and rehabilitation model.
Good knowledge of the funding requirements and of federal, state, and local regulations governing mental health, psychosocial rehabilitative, vocational, and housing services.
Initiative, good judgment, organization, and computer skills.
Excellent communications, interpersonal and writing skills.
Ability to implement and monitor systems for billing and program operations.
Ability to do outreach and work with external agencies.
Ability to monitor productivity and program outcomes.
Ability to grow and expand programs.

DUTIES AND RESPONSIBILITIES: The Guidance Center of Westchester (TGCW) has a comprehensive portfolio of behavioral health and social determinants of health intervention services for the full age range of Westchester community members seeking to work, learn and thrive despite the complex co-occurring issues they may face. The Deputy Executive Director for Rehabilitative Services plays a pivotal role in supporting the implementation and
management of an array of services, as well as TGCW’s transformation into a Certified Community Behavioral Health Center (CCBHC) organization.

The Deputy Executive Director for Rehabilitative Services has the following specific duties and responsibilities:

Oversee planning, development, implementation and operations of agency programs including Assertive Community Treatment (ACT); Health Home Care Management, Home and Community Based Services (HCBS), Housing Services, PROS, Supported Education, vocational rehabilitation services funded by ACCES-VR and OPWDD, DSRIP projects, and others as assigned.

Create an environment of support, encouragement, teamwork, and collaboration, modeling the TGCW B.A.S.I.C. Tenets of Balance, Accountability, Satisfaction, Improvement and Communication.

Develop in conjunction with the Chief Strategy and Program Officer (CSPO), annual program goals and objectives, providing annual reviews and reports for all programs.

Supervise program directors; and other staff as required including annual performance evaluations.

Establish in conjunction with CSPO policies, procedures, quality improvement initiatives and outcome measures that ensure programs are effective.

Ensure programs are in compliance with funding sources and licensing regulations.

Ensure an outreach component is implemented to maintain census in all programs.

Remain current on policies and procedures of Medicaid, Managed Care, and insurance companies to facilitate coordination of program’s financial responsibilities.

Develop systems to track and monitor productivity and address productivity issues with program directors.

Develop and maintain relationships with key stakeholders to ensure success of the Rehabilitative Services programs.

Act as a liaison to other community agencies and governmental organizations, acting as agency representative to community coalitions, networks, etc.

Ensure consumer care/satisfaction surveys are conducted according to service guidelines.

Facilitate the collaboration and integration of services between programs and departments.

Monitor program expenditures and operate within budgets, ensuring financial viability of programs.

**SALARY**: Commensurate with experience

**CONTACT PERSON**: Latoya Bailey lbailey@theguidancecenter.org